# clickfree™

## Automatic Backup

# Clickfree DVD Transformer User Guide

# for Apple Macintosh users

# Contents

# Introducing Clickfree DVD Transformer

Thank you for buying the **Clickfree** DVD Transformer – the easiest way to keep the valuable information on your computer safe.

**Clickfree** is an easy-to-use computer backup system that automatically searches for and backs up content stored on your computer.  No hardware configuration or software installation is required. The backup procedure begins once the DVD Transformer has been attached to your computer.

| | |
|---|---|
| **Caution**: | Please remember that a backup is meant to be a second copy of your computer data, not the only copy of your data. Having two copies (redundancy) is what keeps your important data safe. Please use your **Clickfree** DVD Transformer to keep a safe copy of your data. |

### MAIN FEATURES

*Clickfree backup technology*

- Automatically starts when connected to your computer
- Does not require any software installation or setup
- For most users automatically backs up everything that matters

*Customizable backup options*

- Includes options for custom file types and full folder backup
- Still runs as **Clickfree**, even after customizing settings
- Remembers your customized settings for each user you use it with

*Multi-computer backup*

- Holds information about all of the backups you make while using it. It can hold the information for any number of computers
  Note: You need separate recordable media for each computer – each CD or DVD can be used for only one backup.

*Easy restore to same or other computer*

- Backed-up content can quickly and easily be restored
- You don't need the DVD Transformer to restore content – if necessary, a restore can be done using only the recordable media containing the backed-up files. However, unless the DVD Transformer is not available, you should always use it for a restore.
- You can just as easily 'restore' content to a different computer as to the original one
- This makes the **Clickfree** DVD Transformer a great way to move your content from your old computer to your new one

*How it backs up*

- The first time you connect a **Clickfree** DVD Transformer to your computer it searches for, finds, backs up and organizes all of your important content
- Each subsequent time you connect the **Clickfree** DVD Transformer to your computer, you can choose to just do an update:
    - Any new files since your last backup are added to the backup
    - Any files that were changed since your last backup are updated on the backup
    - Any files that were deleted from your computer since the last backup, are ignored

## PACKAGE CONTENTS

Your **Clickfree** backup package contains:

- one **Clickfree** DVD Transformer
- one quick start guide

## DEFINITIONS

Just to make sure that the user guide is clear, we're going to define a couple of terms that are used throughout the guide.

*Back up and Restore*

Backing up is making copies of data so that a copy can be used to restore the original after the data is lost or destroyed. Backups are used to restore data after loss of or damage to your computer's hard disk, and to restore files that have been accidentally deleted or corrupted.

Making a backup of your content only copies it from your computer to your backup disk, and does not delete it from the computer's hard disk.

Restoring your content from a backup only copies it from your backup disk to your computer, and does not delete it from the backup disk.

**Important**: **Clickfree** never erases or replaces content on your computer's hard disk, unless you ask it to replace a file during restore.

**Clickfree** never erases anything from your backup disks.

And unless you ask it to remove back up history, **Clickfree** never erases the history.

Your **Clickfree** backups are also handy for moving or copying data from one computer to another.

*Backup disks*

Generally, throughout this guide, the recordable media (CDs and DVDs) used to back up your content are referred to as *backup disks*.

*Content*

Normally you don't use **Clickfree** to back up your applications or operating system, only the data that you have created or copied to your computer – music, photos, letters, emails etc. In this guide we refer to this data as *content*.

*File*

Information used by your computer and stored in a specific place on your hard disk. A *file* may be *content*, an application or part of an application, or information a program uses in some way.

Sometimes the relationship between *content* and *file* is clear: a photo or a letter is usually a single file. On the other hand, a single email message may be just a part of a large file that contains many messages, and related information such as email addresses, calendar events etc. However, you don't need to be concerned about this because **Clickfree** takes care of all the details for you.

*History*

**Important**:      Although the DVD Transformer backs up all of your content to *backup disks*, and all of your content can be restored using the backup disks alone (that is, without using the DVD Transformer), if possible you should always perform restores and transfers with the DVD Transformer plugged in. This is because backup history is stored on the DVD Transformer.

This includes information about which disk holds which files, and, in particular, which disk has the most up-to-date version of a file that has been backed up more than once.

Without the DVD Transformer, to restore your files you will likely need to run restore from multiple backups to be sure that you can restore all of your files in their most current versions.

# Basics

## HOW DOES CLICKFREE WORK?

All you need to do to keep your projects, photos, videos, music etc. safe is to plug the **Clickfree** DVD Transformer in to your computer, supply recordable media when prompted, and let it work!

No need to install software or to configure anything. Your computer knows when the **Clickfree** DVD Transformer has been plugged in, and it runs the backup program automatically each time it is connected.

You can back up as many computers as you like with the **Clickfree** DVD Transformer. The same thing happens each time you plug it into a new computer. And information about each of your backed-up computers is kept separate on the DVD Transformer.

When **Clickfree** has finished backing up each computer, just unplug the DVD Transformer, eject the backup disk, and store them in a safe place.

If your data is lost for any reason (hard disk crash, laptop lost or stolen, content accidentally deleted), you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, waiting to be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one.

Sometimes, for a variety of reasons, the program may not run by itself – it may need a little help. If this happens to you, don't worry – it's easy to get things going. We'll show you how a little later. For details, see "What do I do if Clickfree doesn't start automatically?" on page 36.

## WHAT GETS BACKED UP?

### CLICKFREE BACKS UP CONTENT

At **Clickfree** we want to protect our customers from losing things that are irreplaceable. That's why **Clickfree** finds and backs up all of the content from wherever it is on your computer.

When it runs automatically, **Clickfree** backs up everything in your Home folder – this is where you normally put all of the content that you create or place in your computer. This includes photos, music, video, office documents, financial data, email, etc Most likely, this means that it will back up everything that matters to you right out of the box without you having to do anything but plug it in.

Unless you explicitly ask it to do so, **Clickfree** does not back up the applications or the operating system. This means that your backup won't need nearly as much space as the size of your computer's hard disk since your content may only take up a small portion of your hard disk's capacity, and we only back up the content.

### DOES CLICKFREE BACK UP ALL OF MY CONTENT EVERY TIME?

The first time you back up your computer **Clickfree** backs up the entire Home folder, which might take some time – it just depends on how much content you have. Each time you use **Clickfree** after that, you can choose to back up only the new or changed content, so it will be much quicker.

### WHAT CONTENT CATEGORIES DOES CLICKFREE BACK UP?

If you choose to back up by content category (rather than backing up your entire Home folder), **Clickfree** backs up content in these categories:

- Office Documents – usually from word-processing programs such as AbiWord, Microsoft Word, NeoOffice, iWork, Adobe files
- Music – including CAF, CD audio, MP3, MIDI
- Videos – for example, AVI, MPEG, Shockwave Flash
- Photos – including common graphic formats such as JPEG, TIFF, and RAW
- Emails and Messages – including Apple Mail, Entourage, Thunderbird
- Favorite Websites – internet shortcuts and address books
- Other – including Stuffit and hqx files, XML, and comma-separated values files

Want to know more? You can look at the details by following the steps in "How do I change how Clickfree does backups?" on page 13 without making any changes.

## WHAT DO I NEED BEFORE I START?

All you need to start your backup is the **Clickfree** DVD Transformer. Before you start your first Restore, you should read through the "Restoring my content" chapter of this manual.

- For **Clickfree** to work, your computer needs to be running Mac OSX 10.5 Leopard on an Intel processor

In addition you need:

- One free USB port on your computer
- At least 100 MB of free space on your computer

# Backing up my content

## HOW DO I START USING MY CLICKFREE DVD TRANSFORMER?

♦ **To start using your** Clickfree **DVD Transformer:**

1. Make sure that your computer is switched on and has finished starting up.

2. Log in, if that is what you normally do.

**Note**:     You should close all open applications before starting to back up your files.

3. Attach the **Clickfree** DVD Transformer to your computer by plugging it in to a USB port on your computer.

   USB ports usually looks like this:  .

   Wait for the **Clickfree** window to appear. You may have to wait up to a full minute for your computer to recognize the **Clickfree** DVD Transformer.

4. The first time-you connect your **Clickfree** DVD Transformer, the *Start Clickfree Backup* window appears on the desktop.

   

5. Double-click the icon to start the backup. Every time after the first time the backup starts by itself.

   When the **Clickfree** backup starts to run, a *Welcome* window appears and shows the number of seconds left before the backup starts automatically:

   

**Note**:     The *View Files* and *Restore* buttons do not appear until you have backed up content using the DVD Transformer.

## ZERO EFFORT BACKUP – REALLY!

Unless you stop the countdown by clicking a button, at the end of the countdown period **Clickfree** starts the backup.

- If you want to let **Clickfree** decide what needs to be backed up from where, then **you're done**: just relax and let **Clickfree** work.

  All you need to do is to put recordable media in your CD/DVD writer when prompted.

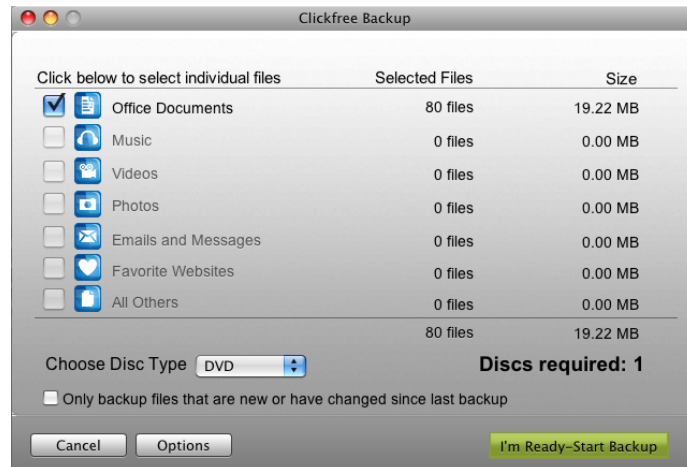  **Without any effort on your part, Clickfree is safeguarding your valuable content!**

  For details, see "What gets backed up?" on page 7.

1. If you want to make changes to how backup is done, click *Options* and see "How do I change how Clickfree does backups?" on page 13.

   **Clickfree** displays some windows to show progress:
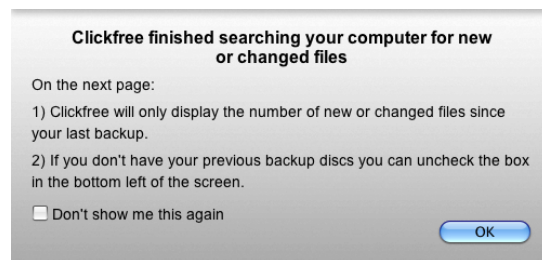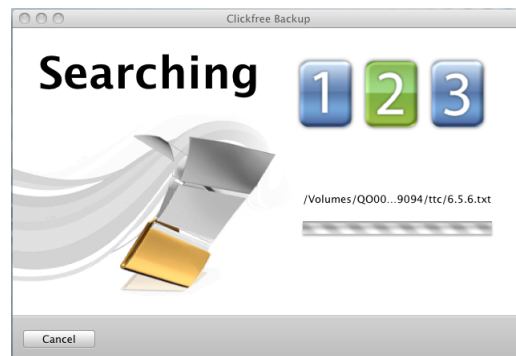
2. Click *OK*.



3. Choose whether you are backing up onto CD or DVD.

**Note**:     At this point, **Clickfree** calculates how many disks are needed to hold all of the
             files you want to back up.
             If you don't have enough disks, click *Options* to go back to choosing what to back
             up, and deselect some files or file categories.

If you previously backed up this computer, you can choose whether to backup only
files that are new or have changed since the last backup.

4. Click *I'm Ready-Start Backup*.

If needed, **Clickfree** prompts you when to put recordable media in your CD/DVD
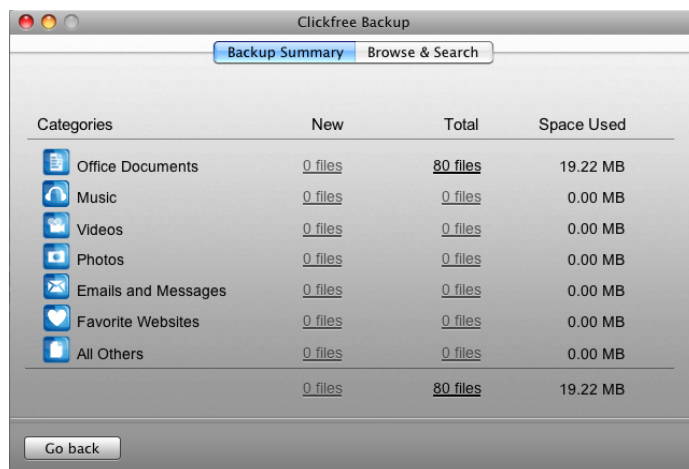writer.

**Clickfree** then backs up the content you chose to your backup disk(s):
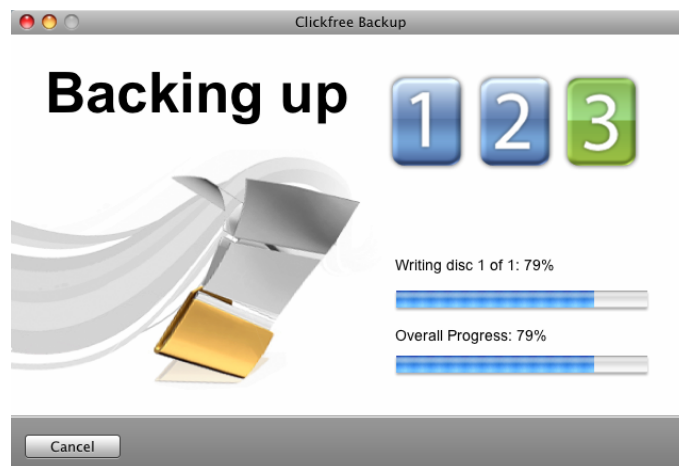
5.  At the end of the backup, the backup disk is ejected, and you are prompted to label it:



6.  Click *OK*.



The *Backup Summary* window shows you how many files in each category were backed up this time (*New* column) and from all backups for this user, including this one (*Total* column). The *Space Used* column shows the amount of space that files from all backups take up on <mark>their respective</mark> backup disks.

When you see the *Backup Summary* window, unplug the DVD Transformer, <mark>label the backup disk(s</mark>), and store them in a safe place.

Note:       Clickfree tells you to label the disk with a number and date.
            If you have more than one computer to back up, you should also write the computer's name (seen on the Backup Summary screen) on the disk.
            In addition, since Clickfree identifies backups by number, date, and time, you should also write the time of backup if it is possible that you may make more than one backup in a day.

## HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS?

You can decide whether Clickfree backs up complete folders, or backs up content by category (for example, Office Documents). The default is to back up your complete Home folder.

If you choose to back up content by category, you can choose:

- The categories of content Clickfree backs up
- Where Clickfree looks for this content

Note:      Changes you make to how Clickfree does backups are "sticky": they are stored and applied again to later backups for this user unless you modify them.

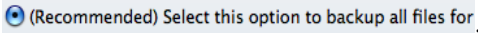♦  **To review or change what gets backed up:**

1. Follow steps 1 to 4 of the procedure "How do I start using my **Clickfree** DVD Transformer?" on page 9.

2. Before the countdown reaches zero, click *Options*.



The *Options / Tools* window is displayed:

### CHOOSING WHAT TO BACK UP

3.  If you want **Clickfree** to check that all files have been written to the backup disk properly, and can be read, check *Please click on this checkbox ….* For information about how this works, click ⊙.

4.  You can either back up all of the files in selected folders (for example, your Home folder), or you can choose the categories of content to back up (for example, Office Documents, Photos, and Videos), and the folders to search for these categories.

    -   To back up all of the files in selected folders, make sure that the radio button to the left of *(Recommended) Select this option to backup all files for…* is selected ⊙ (Recommended) Select this option to backup all files for. If it isn't, select it, and go to step 5.

    -   To choose categories and folders to search, make sure that the radio button to the left of *Select this option to backup by category* is selected ⊙ Select this option to backup by categor. If it isn't, select it, and go to step 7.

### BACKING UP ALL OF THE FILES IN SELECTED FOLDERS

Your home folder is selected by default.

5.  Choose which folders you want **Clickfree** to back up completely. You can add and remove folders.

    Click the *Advanced* button near the top right of the **Clickfree** window, then

    -   To add a folder

        a.  Click +

        b.  Navigate to the folder to be added

        c.  Click *Open*

    -   To remove a folder:

        a.  Select the folder to be removed

        b.  Click -

**Note**:        You must choose at least one folder.
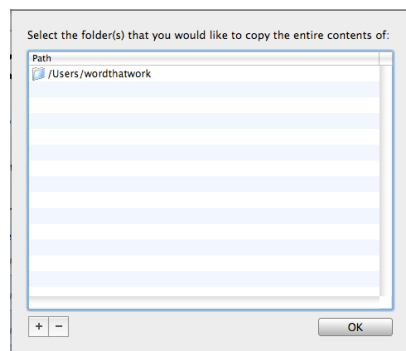
6.  When you are finished choosing folders, click *OK* twice, and go to step 10.

### CHOOSING CATEGORIES OF CONTENT TO BE BACKED UP

All of the categories are selected by default.

7.  Choose the categories of content to be backed up, for example, Office Documents, Photos, and Videos.

    - To include a category, for example, Photos, in the backup, make sure that the box to the left of the category name is checked ☑ 📷 Photos. If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
    - To exclude a category, for example, Music, from the backup, make sure that the box to the left of the category name is unchecked ☐ 🎧 Music. If it is checked, click the box to uncheck it.

**Note**:      You must choose at least one category.

### CHOOSING FOLDERS TO SEARCH FOR CONTENT

Your home folder is selected by default.

8.  Choose where you want **Clickfree** to search for the categories you chose earlier. You can add and remove folders

    Click the *Advanced* button near the bottom right of the **Clickfree** window, then

    - To add a folder

      a.  Click +

      b.  Navigate to the folder to be added

      c.  Click *Open*

    - To remove a folder:

      d.  Select the folder to be removed

      e.  Click −

**Note**:      You must choose at least one folder.

Select the locations where Clickfree Backup will search for files:

| Path |
| --- |
| 📁 /Users/WTW |
| 📁 /Users/Shared |

| + | − |     | OK |
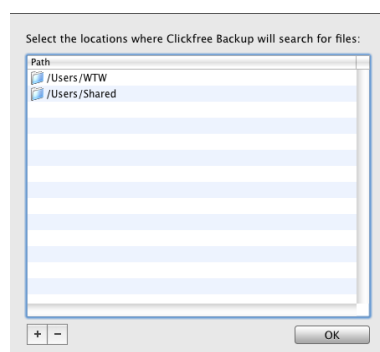
9.  When you are finished choosing folders, click *OK* twice, and continue with step 10.

10. When you have made your choices, click *Start* to begin the backup.

*Clickfree searches for content to back up*

Before actually backing up any content, **Clickfree** adds up the sizes of the files in the complete folders you chose, or searches the folders you chose for your chosen categories of content and adds up the sizes of all of the content it finds:
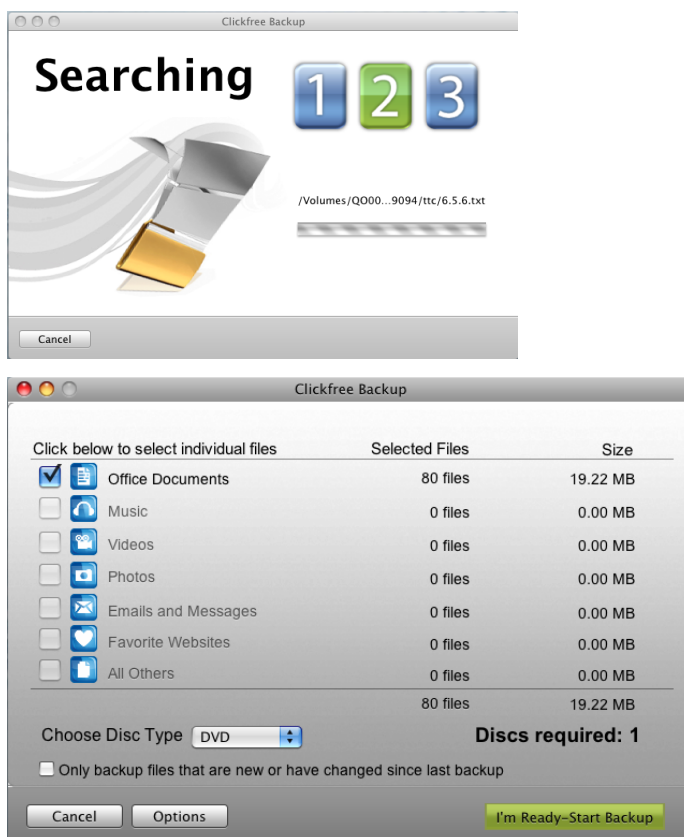




*Clickfree backs up your content*

11. Choose whether you are backing up onto CD or DVD.

| **Note**: | At this point, **Clickfree** calculates how many disks are needed to hold all of the files you want to back up.<br>If you don't have enough disks, click *Options* to go back to choosing what to back up, and deselect some files or file categories. |
| --- | --- |

12. If you previously backed up this computer, you can choose whether to backup only files that are new or have changed since the last backup, then click *I'm Ready-Start Backup*.

   If needed, **Clickfree** prompts you when to put recordable media in your CD/DVD writer.

**Clickfree** then backs up the content you chose to your backup disk(s):
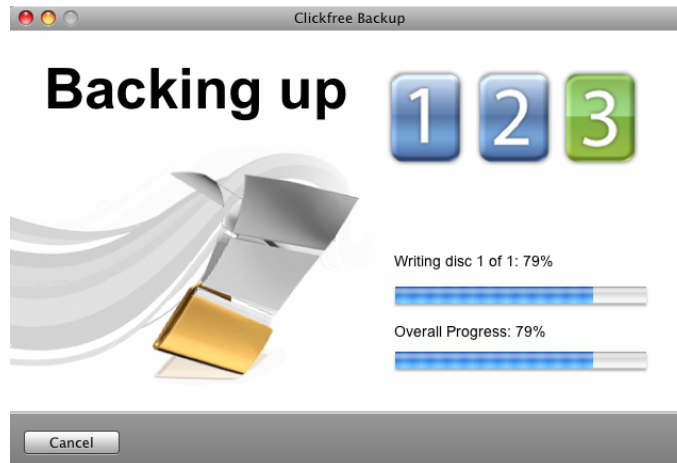


At the end of the backup, the backup disk is ejected, and **you** are prompted to label it:
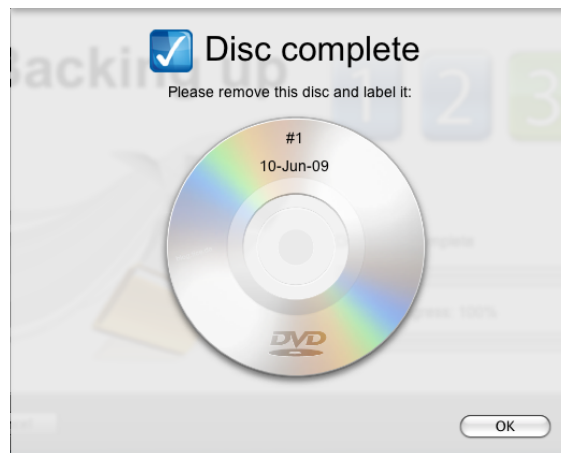


13. Click *OK*.
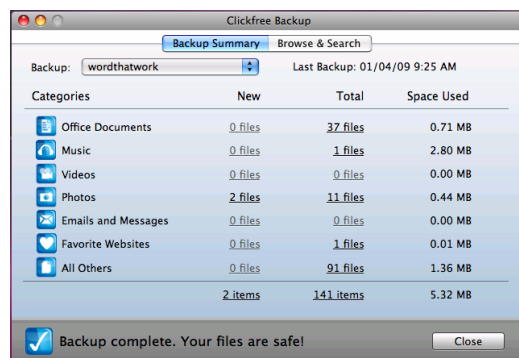


The *Backup Summary* window shows you how many files in each category were backed up this time (*New* column), and from all backups including this one, for this user (*Total* column). The *Space Used* column shows the amount of space that files from all backups for this user take up on their respective backup disks.

When you see the *Backup Summary* window, unplug the DVD Transformer, label the backup disk(s), and store them in a safe place.

| | |
|---|---|
| **Note**: | <span style="color:green">Clickfree</span> tells you to label the disk with a number and date. |
| | If you have more than one computer to back up, you should also write the computer's name (seen on the Backup Summary screen) on the disk. |
| | In addition, since <span style="color:green">Clickfree</span> identifies backups by number, date, and time, you should also write the time of backup if it is possible that you may make more than one backup in a day. |

# Restoring my content

## WHAT IF MY COMPUTER'S INTERNAL HARD DISK STOPS WORKING, OR I WOULD LIKE TO TRANSFER MY CONTENT TO A NEW COMPUTER?

All computer hard disks fail eventually, sometimes without warning. Occasionally, computers suffer damage that affects the hard disk. Sometimes, laptop computers get lost or stolen. Sometimes, also, you may delete content by mistake. When these things happen, other computer users may lose valuable, sometimes irreplaceable, data.

But if you lose content you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, and can be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one.

## WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE OR TRANSFER MY CONTENT?

Before you can restore your content, your computer needs to be working – at the very least it needs to be able to start up and display the desktop.

You need the CDs or DVDs that were used to back up your computer. In addition you should have the DVD Transformer you used to back up your content. You can restore files without the DVD Transformer, but it is more difficult to restore all of your files without the DVD Transformer. See "How do I restore my files using only the backup disks?" on page 30 in the Advanced topics chapter.

Of course, you can 'restore' your content to any computer that meets the system requirements (see "What do I need before I start?" on page 8), not just to the computer whose content you backed up.

The easiest way to copy content between computers is to have your backup disks handy and plug the DVD Transformer in to your new computer. When the **Clickfree** application launches, just click the *Restore* button at the bottom of the countdown screen and follow the procedure to restore content in "How do I let Clickfree restore decide what to restore and where?" on page 20*.*

## HOW DO I GET MY CONTENT BACK?

To get your content back you don't need to do much more than you did to back the content up – it just takes a couple of clicks, and the insertion of backup disks when asked.

As with **Clickfree** backup, you can either make some choices – whether to restore all, or just selected content, and where the content is restored to – or you can allow **Clickfree** to make the choices for you.

    

Note:    At the start of a restore, **Clickfree** asks you to insert a backup disk with a particular number and date.

In addition, as the restore proceeds, if you have backed up the computer more than once, **Clickfree** may ask you to insert one or more other backup disks with a particular numbers and dates.

### WHAT GETS RESTORED, AND TO WHERE?

When **Clickfree** restore runs without you changing any options, it restores all of the content that was backed up, and puts it in the *Restored Files* folder under your *Home* folder.

If you prefer, you can easily tell **Clickfree** to restore your files to any place on your computer's hard disk that is convenient for you.

For details, see:

- "How do I let **Clickfree** restore decide what to restore and where?" on page 20
- "How do I change how **Clickfree** restores content?" on page 24

## HOW DO I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?

You can allow **Clickfree** to make the decisions about what to restore and to where, but you need to confirm what **Clickfree** plans to do.

♦ **To let** Clickfree **decide what to restore and to where:**

1. Make sure that your computer is switched on and has finished starting up.

2. Log in, if that is what you normally do.

3. Connect the DVD Transformer to a USB port on your computer.

4. Wait for the **Clickfree** window to appear – this may take up to 60 seconds.

   The **Clickfree** *Welcome* window appears with the countdown, just as it did when you used it to back up your content.

   But this time you are not going to allow **Clickfree** to start the backup.

   Because you have backed up content using the DVD Transformer, the countdown window now shows buttons at the bottom to allow you to *View Files* and *Restore* files.

5.  Before the countdown gets to zero, click *Restore*. The *What to restore* window appears.

    

    Note that all of the categories that have backed-up content are checked off in the *Categories* column.

6.  Before you click *Continue* to restore all of your content, or select categories to be restored, look at the user name in the *Select what you would like to restore* box.

    If you have used the DVD Transformer to make backups for your user name, the *Select what you would like to restore* box by default contains your user name, and, unless you change it, the content to be restored will come from your user account.

7.  Choose a user from the list that contains the names of all of the users whose files have been backed up on using the DVD Transformer; if you made more than one backup for that user, choose the date/time of the backup you want to restore files from.

Note:       To restore content from more than one user or date/time simply repeat the restore process choosing a different user or date/time.

8.  Since you are letting **Clickfree** restore all of your content, simply click *Next*.
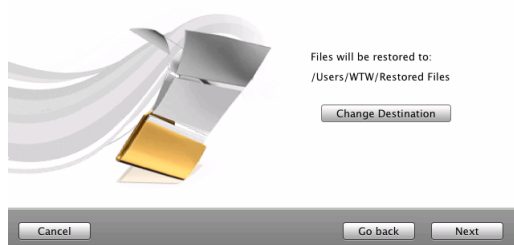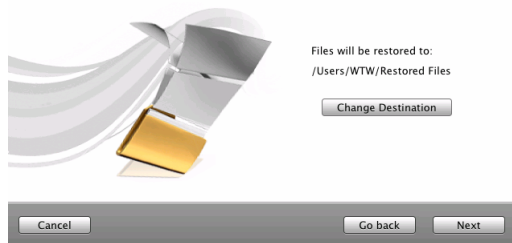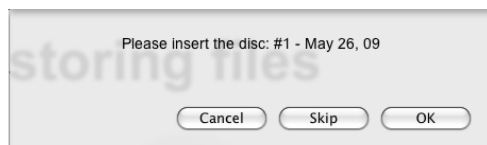
9. Since you are letting **Clickfree** restore files to the default folder, simply click *Next*.

   **Clickfree** confirms how many files will be restored, and where they are going to be restored to:
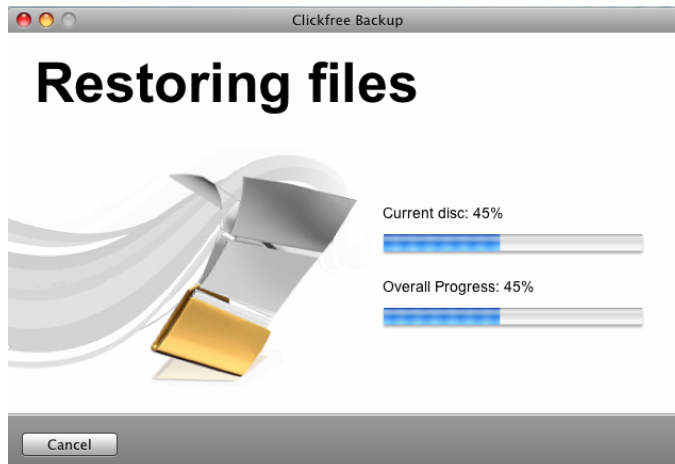
   

   If necessary, **Clickfree** prompts you to insert the required disk:

   

10. Insert the requested backup disk.

    As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.

11. Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the one from the backup:



12. You can choose to:

- Keep both copies of this one file – click *Keep Both.* **Clickfree** renames the backed-up file by adding ' copy' to the end of the file name, then restores the renamed file.
- Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you, renames the remaining backed-up files by adding 'copy' to the ends of the file names, then restores the renamed files.
- Not replace this one file – click *Skip*
- Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
- Replace just this file – click *Replace*
- Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

  If two files have the same size (KB) and same date/time modified, it is likely safe to skip.

13. When all of your content has been restored, **Clickfree** tells you that it is done.



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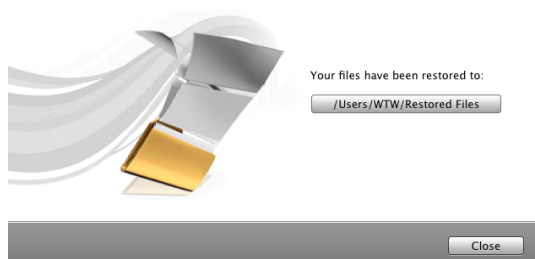
14. To open a Finder window at the restore folder, click the button below *Your files have been restored to*.

15. To finish, simply unplug the DVD Transformer, eject the backup disk(s), and store them in a safe place.

**Note**:        Your content has not been deleted from your **Clickfree** backup: it is still safe on the backup disks.

## HOW DO I CHANGE HOW CLICKFREE RESTORES CONTENT?

By making choices at several steps in the restore process you can choose which content is restored and where it is restored to.

### RESTORING CONTENT

♦ **To change how** Clickfree **restores content:**

1. Follow steps 1 to 5 of the previous section "How do I let **Clickfree** restore decide what to restore and where?" on page 20.

2. What you do next depends on whether you want to restore all or only some of your files.

   • If you want to restore only some of your files, continue with step 3.
   • If you want to restore all of your files (the default), go to step 5.

### CHOOSING CATEGORIES OF CONTENT TO BE RESTORED



Note that all of the categories that contain files have checkboxes that you can check or uncheck in the *Categories* column. By default, all of them are checked.

3. For each category whose content you want to restore, ensure that the checkbox is checked.

4. Click *Next*.

   You can also choose to restore individual files within each category. For details see "How do I choose individual files for restore?" on page 35 in the "Advanced topics" chapter.

5. What you do next depends on whether you want to restore your content to the default folder or to somewhere else.

- If you want to restore your content to the default folder, go to step 7.
- If you want to restore your files to another folder, click *Change Destination,* and continue with step 6.

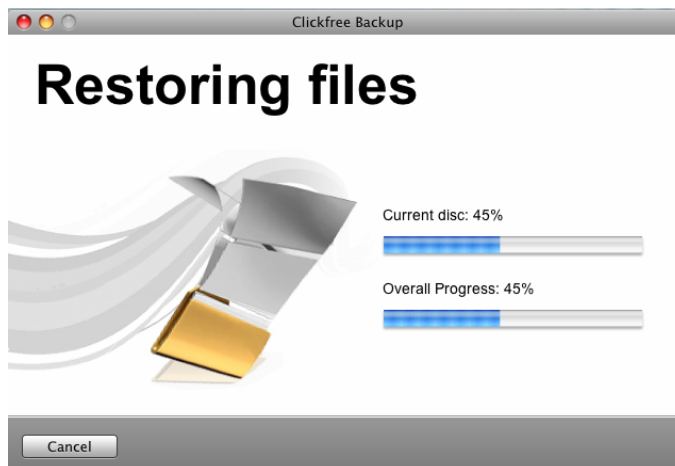6. Navigate to your chosen destination and click *Open*.
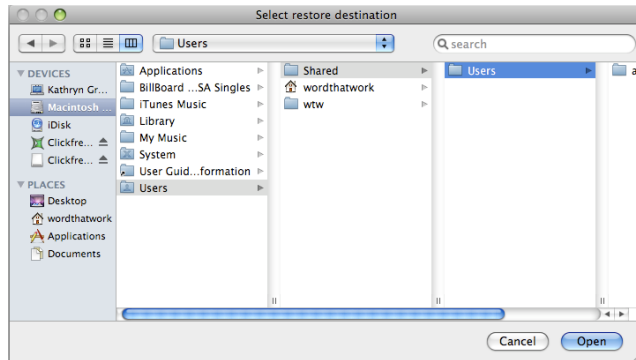


7. Click *Next*.

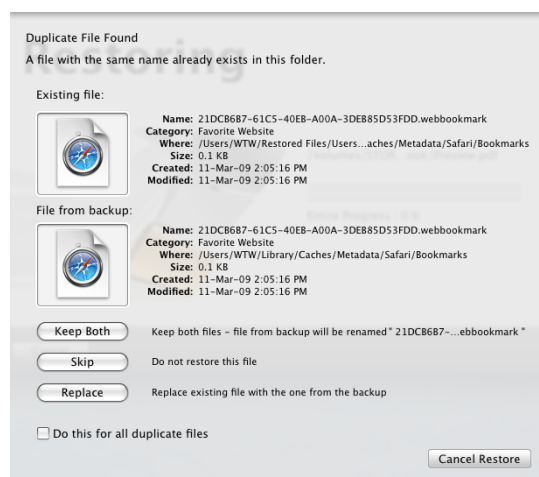If necessary, **Clickfree** prompts you to insert the required disk:



8. Insert the requested backup disk.

9. Assuming that there is enough space on your hard disk, the restore starts.

As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.

Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:



10. You can choose to:

- Keep both copies of this one file – click *Keep Both.* **Clickfree** renames the backed-up file by adding ' copy' to the end of the file name, then restores the renamed file.
- Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you, renames the remaining backed-up files by adding ' copy' to the ends of the file names, then restores the renamed files.
- Not replace this one file – click *Skip*
- Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
- Replace just this file – click *Replace*
- Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

If two files have the same size (KB) and same date/time modified, it is likely to be safe to skip.

When all of your content has been restored, **Clickfree** tells you that it is done.



---
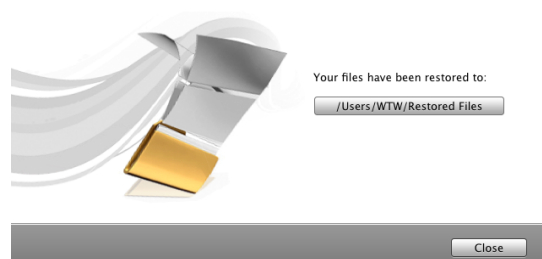
11. To open a Finder window at the restore folder, click the button below *Your files have been restored to*.

12. To finish, simply unplug the DVD Transformer, eject the backup disk(s), and store them in a safe place.

| | |
|---|---|
| **Note**: | Your content has not been deleted from your **Clickfree** backup: it is still safe on the backup disks. |

*My program cannot find the restored files – what should I do?*

| | |
|---|---|
| **Note**: | Some programs, especially those like *Apple Mail* in which you do not open files from a file open dialog, expect to find their files in a particular folder. If you restore files to a folder other than the original folder, your program may not be able to find them. |

If your program displays an error message telling you that it cannot find its files, or if the program starts up but your data is missing, you will need to move the files to the proper folder. Unfortunately, this is different for every application and you may need to consult the program's Help or user guide to find out where the files need to be moved to.

# Browsing & searching for my files

From the *Backup Summary* window you can:

- Browse your backup(s) for files
- Search your backup(s) for files

**Note**:      When you try to do anything with a file (for example, to open the file), Clickfree prompts you to insert the backup disk that contains the latest (most up-to-date) version of that file.
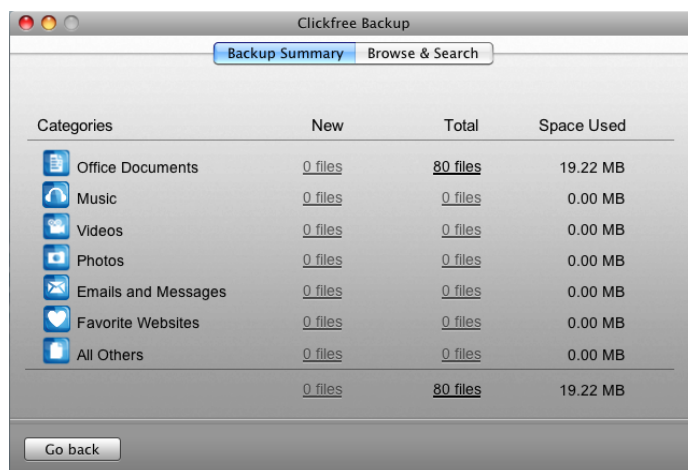
### STARTING FROM THE WELCOME WINDOW



♦ **To browse and search for files:**

Before the countdown gets to zero, click *View Files*. The *Backup Summary* window is displayed.

### FROM THE BACKUP SUMMARY WINDOW

♦   **To browse and search for files:**

1.  In the *Backup* box select the name of the user whose files you want to search or browse for.

2.  Do one of the following:

    •   To use the normal Finder features to find and open your files, Click *Backup View*.
    •   To browse your files by category, click any of the underlined numbers (for example, 37 files ).

    The window that opens lists, on the left, all of the folders that contain files from the category that corresponds to the number you clicked:
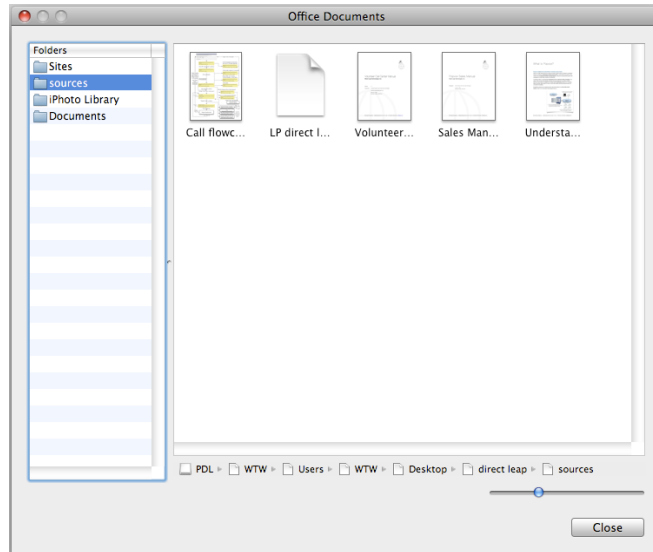
    

    Select a folder to view the files it contains.

# Advanced topics

## WHAT IF I HAVE MORE THAN ONE COMPUTER?

DVD Transformer can back as many computers as you like.

Note:    Each CD or DVD is used for only one backup. Once a backup is finished you cannot record anything else on the disk.

Clickfree creates a unique identifier for each computer and user that it is used with, regardless of the computer's and user's names. This allows Clickfree to back up content for more than one computer and user without the files getting mixed up with each other, even if all of the computers and users have the same names.

### HOW IS BACKUP DIFFERENT WHEN I HAVE MORE THAN ONE COMPUTER?

It makes no difference at all - just plug the DVD Transformer in to each computer to back up its users' content.

Each time you back up a user's content for the first time, the user name is added to the drop down list of users that you see in the *Backups* box on the *Backup Summary* window.
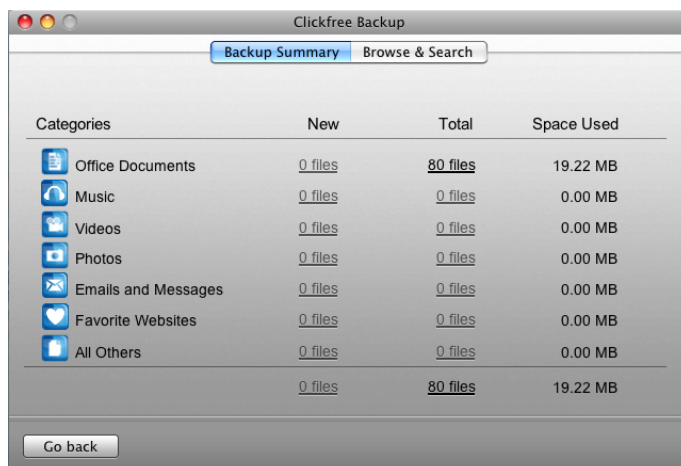
## HOW DO I RESTORE MY FILES USING ONLY THE BACKUP DISKS?

If the DVD Transformer is not available, you can restore content using only the backup disk(s).

♦ **To restore content using only a backup disk**

1. Insert the disk in the computer:
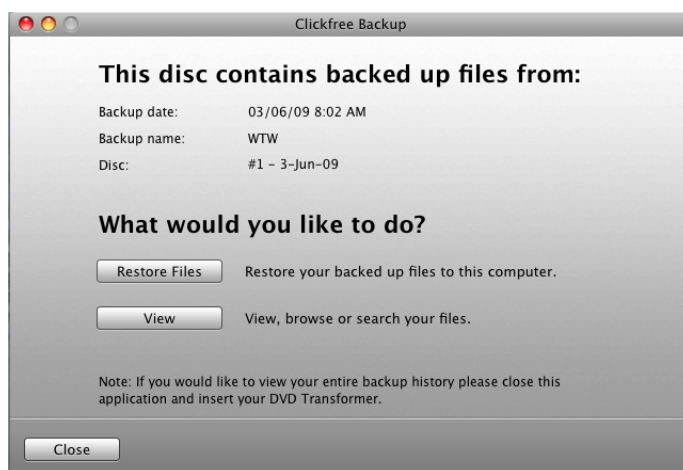
2. Click *Restore Files* and continue with the normal restore procedure.

3. If you click *View*, you see a summary of backed-up files.



You can continue with the normal browsing and searching functions.

## HOW DO I MAKE MULTIPLE BACKUPS?

The first time you back up a user's content using the DVD Transformer, **Clickfree** makes a full backup. The next time you perform a backup for the same user you can choose to back up only new and changed content.

If you want to keep multiple backups of a user's content, on the *Search Summary* window uncheck *Only backup files that are new or have changed since the last backup*.

## CLICKFREE TOOLS

Several tools are available for working with **Clickfree**:

- *Manage backups* – shows backup information and allows you to remove all backups for a user
- *Master reset* - removes all back up history from the DVD Transformer, and undoes any changes you have made to the backup settings.
- *Verify* – checks that files have been correctly written to CD/DVD, and that they can be read

♦ **To use these tools:**

1. Connect the **Clickfree** DVD Transformer to your computer as described in "How do I start using my **Clickfree** DVD Transformer?" on page 9.

2. When you see the countdown window, click *Options* before the countdown reaches zero:



3. Click *Tools* to show the available tools.
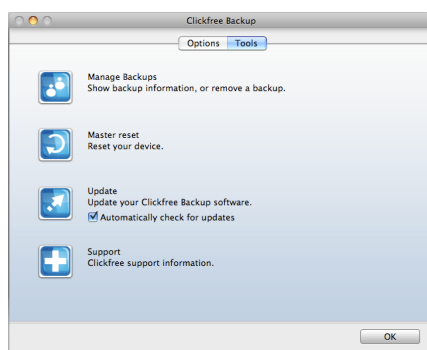


### MANAGE BACKUPS

♦ **To remove a user:**

If you no longer want to keep back up history for a user, you can remove the information from the **Clickfree** DVD Transformer.

| Note: | Even after you remove a user from your DVD Transformer, you can still restore content from backup disks. However, information about which files are on which disk is lost. |
|---|---|

1. On the *Tools* window click *Manage Backups*.

2. Click the user you want to remove.

3. Click *Remove Backup*.

4. If you really want to remove the user's backup history from the **Clickfree** DVD Transformer, click *Yes*.

**Warning**:  Once you have removed a user's backup history from the **Clickfree** DVD Transformer there is no way to recover  that user's history.

To see how to remove the history for all users, see "Master reset" on page 33.
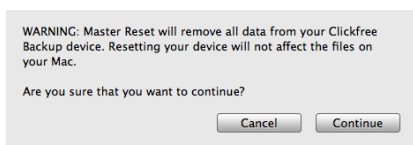
### MASTER RESET

♦ **To remove all back up history:**

*Master Reset* is used to remove all back up history for all users that have been backed up using your DVD Transformer, and to reset your selections of folders and categories to be backed up and restored. For details, see "How do I change how Clickfree does backups?" on page 13 and "How do I change how **Clickfree** restores content?" on page 24.

**Note**:       Even after you perform a *Master Reset* you can still restore any previously backed-up content from the backup disks. However, information about which files are on which disk is lost.

If you want to remove only the backup history for one user, see "To remove a user" on page 32.

1. On the *Tools* window click *Master reset*.

WARNING: Master Reset will remove all data from your Clickfree
Backup device. Resetting your device will not affect the files on
your Mac.

Are you sure that you want to continue?

Cancel        Continue

2. If you really want to remove all back up history from the **Clickfree** DVD Transformer, click *Continue*.

**Warning**:  Once you have reset **Clickfree** using the Master Reset there is no way to recover any backup history.
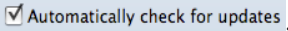
### UPDATING CLICKFREE SOFTWARE

From time to time **Clickfree** software is upgraded to provide new or enhanced features.

You can:

- Have **Clickfree** check for updates each time you connect the **Clickfree** DVD Transformer to your computer – this is the default action, you don't need to do anything
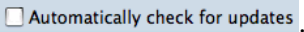- Manually check for updates

In both cases your computer needs to be connected to the internet for updated software to be found and installed.

♦ **To check automatically for updates:**

By default, **Clickfree** automatically looks for updates when it is connected to your computer and you have a connection to the internet. To ensure this feature is on, make sure that the checkbox *Automatically check for updates* is checked on the *Tools* window: ☑ Automatically check for updates.

Every time that you connect **Clickfree** to your computer it automatically checks for updated software and, if an update is available, prompts you to download and install it.

♦ **To stop checking automatically for updates:**

Make sure that the checkbox *Automatically check for updates* is unchecked on the *Tools* window: ☐ Automatically check for updates.

♦ **To check manually for updates:**

1. On the *Tools* window click *Update*. **Clickfree** checks for available updates.

   If the software in your DVD Transformer and your computer is up to date, click *OK* on the dialog that pops up.

   If an update is available, **Clickfree** shows you what progress is being made in downloading the update and updating your software:

   **Warning**: While a software update is taking place it is very important for you not to remove the DVD Transformer from your computer and not to turn off or restart the computer until the update is complete.

2. When the software update is complete, you need to unplug the DVD Transformer and plug it in again for the update to take effect.


**VERIFY**

Writing files to CD and DVD is generally a very reliable process, with a low error rate.

However, if you are willing to spend the extra time needed during backup (approximately double the time), you can ask **Clickfree** to verify the backup – that is, to check that all files on the backup disk are readable and are identical to the original files.

♦ **To verify backups:**

• On the *Tools* screen check *Verify after burn*.

   Now, every time that you use your DVD Transformer for a backup, **Clickfree** checks all of the files.

## HOW DO I CHOOSE INDIVIDUAL FILES FOR RESTORE?

On the *What to restore* window you can click checkboxes to select the category whose files you want to restore.
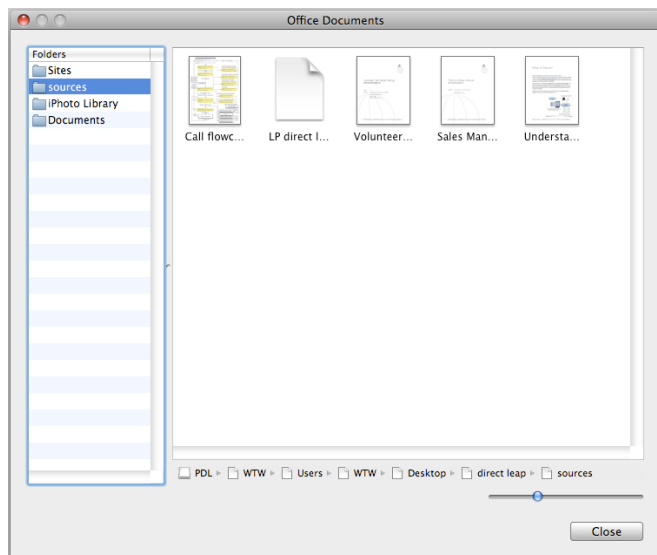
You can also select and deselect individual backed-up files within a category.
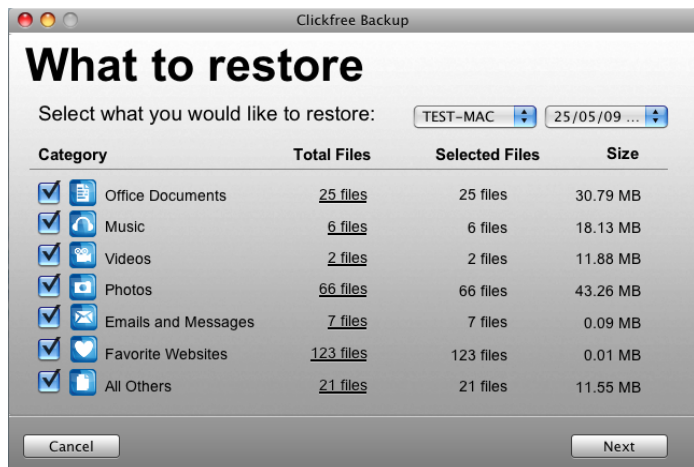


♦ **To select/deselect files within a category:**

1. Click any of the underlined numbers (for example, [37 files]).

   The window that opens lists, on the left, all of the folders that contain files from the category that corresponds to the number you clicked:



   Select a folder to view the files it contains. By default, all of the files in the folder are selected.

2. Select and deselect files as you normally do in a Finder window.

3. Click *OK*.

   The counts of *Selected Files* are updated.

4. When you are finished selecting files, click *Next*.

   The restore continues. See "Choosing where to restore content to" on page 25.

## WHAT DO I DO IF CLICKFREE DOESN'T START AUTOMATICALLY?

If **Clickfree** does not run when you plug in the **Clickfree** Traveler:

1. Ensure you are using a supported Mac computer: OSX Leopard 10.5 or higher, Intel based.

2. Ensure that you have administrative rights to the computer.

If **Clickfree** still does not run ,contact **Clickfree** support.

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